

## Weekly Update

*Week of January 16, 2017*

**Subject:** FM300 Funds Management Course Offered on **February 22**  
**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Budget and Funds Reservations Users

The FM300 Funds Management course will be offered on Wednesday, February 22, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

### **Course ID/Title: FM300 Funds Management**

**Description:** This course enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

**Target Audience:** Agency Budget Analyst, Agency Budget Manager, FM Funds Reservation - Create/Change (with/without Workflow); FM Funds Reservation Approver

### **Pre-requisites:**

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

### **Class Date(s):**

### **FM300 – February 22 – Spring 2017 Details**

**Class Date:** Wednesday, February 22, 2017

**Class Time:** 9:00 a.m. to 5:00 p.m.

### **Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

### **Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the "Learning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (FM300) and click "Go."
5. Find the course title and click "See Offerings."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email, with class details and instructions.



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If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).